

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110042-9

REPORTS INVENTORY					DDS/OF-110				
PREPARE IN DUPLICATE									
1. TITLE OF REPORT (If a fill-in report include Form No.) Clerical Requirements					2. TYPE OF REPORT	<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING			
3. FUNCTIONAL AREA	<input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE	<input type="checkbox"/> ADMIN. GENERAL <input type="checkbox"/> OTHER (specify)					
4. NO. OF COPIES PREPARED 2	5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) 2					
7. FORMAT (memorandum, form computer print-out, etc) Form	8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>YES</td> <td>IF YES GIVE ADP PROCESSING NO.</td> </tr> <tr> <td><input checked="" type="checkbox"/> NO</td> <td></td> </tr> </table>			YES	IF YES GIVE ADP PROCESSING NO.	<input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT O/Personnel	
YES	IF YES GIVE ADP PROCESSING NO.								
<input checked="" type="checkbox"/> NO									
10. PREPARING COMPONENT (include lowest level contributing information to report) OF/SS			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)						
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR			
GS-10	\$ 5.75		1		\$ 5.75	12 \$ 69.00			
GS-13	9.94		1		9.94	12 119.28			
			2		\$15.69	\$ 188.28			
B. COSTS OF COMPUTER PRODUCED REPORTS									
TOTAL COSTS PER YEAR						\$ 188.28			
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.									
<p align="center">Report on clerical requirements of O/Finance is required by O/Personnel to provide clerks, secretaries and typists for the Office.</p>									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input checked="" type="checkbox"/> OTHER (explain) to be determined by O/Pers <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS DOLLARS			
16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					18. EXTENSION			

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